

## NNSA STUDENT LOAN REPAYMENT PROGRAM

11

- 3) Verify the status of each loan, including any obligation that the employee may have, and discuss the terms and amount of the outstanding obligation(s) with each lender/note holder in consultation and collaboration with the servicing HRC.
- 4) Prepare and submit completed requests for repayment of student loans to the servicing HRC.

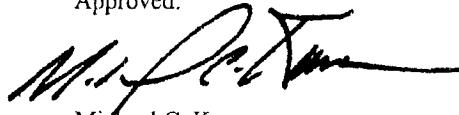
### 6. REFERENCES.

- a. 5 USC 5379, as amended by Public Law 106-398 and Public law 108-123
- b. 5 CFR Part 537
- c. DOE Order 332.1B (Pay and Leave Administration and Hours of Duty), Chapter 1 (Student Loan Repayment Plan)
- d. OPM Federal Student Loan Repayment Program Fact Sheet web page (including linked references) (<http://www.opm.gov/oca/pay/StudentLoan/>)

### 7. POINT OF CONTACT.

- a. Human Resources Department in the Service Center
- b. Office of Human Resources at Headquarters

Approved:



Michael C. Kane  
Associate Administrator  
for Management and Administration

### Attachments:

1. Student Loan Repayment Request Form
2. Student Loan Repayment Checklist - New Employee
3. Student Loan Repayment Checklist - Current Employee
4. Student Loan Repayment Checklist - Recertification
5. Student Loan Repayment Program Service Agreement